

Frequently Asked Questions  
Child Care Facility Grant Program  
P.L. 2007, c.135

1. What is a Hazardous Discharge Site Remediation Fund (HDSRF) Child Care Facility Grant?  
The HDSRF Child Care Facility Grant (P.L.2007, c. 135) is a grant reimbursement up to a maximum amount of \$1,500 available to those child care facilities that submit a complete Preliminary Assessment (PA) in order to obtain a no further action (NFA) letter. The grant is provided by the New Jersey Department of Environmental Protection (NJDEP) and the New Jersey Economic Development Authority (NJEDA) and is available to an existing or prospective owner or operator of a child care facility that is licensed or who has applied for a license with the Department of Children and Families (DCF) pursuant to P.L.1983, c.492 (C.30:5B-1 et seq.).
2. What does a Hazardous Discharge Site Remediation Fund (HDSRF) Child Care Facility Grant Application packet include?  
The HDSRF Child Care Facility Grant Application packet includes the following items: a grant application form (Part 1- 2 pages), a notarized certification form (Part 2- 1 page), and a NJ W-9 Questionnaire, which should be accompanied by a paid invoice from your environmental consultant or, if completed without the assistance of an environmental consultant, an itemized list of costs on a spreadsheet (with supporting paid invoices if available).
3. What costs are reimbursable under this program? What costs can not be reimbursed?  
Only the cost of a complete PA submitted in order to obtain a No Further Action (NFA) letter can be reimbursed. Site Investigation (SI) costs, Remedial Investigation (RI) costs, potable water testing, and NJDEP fees are not eligible for the child care facility grant reimbursement.
4. How much can I be reimbursed?  
An applicant can be reimbursed up to \$1,500 for a complete PA.
5. How do I know how much I will be reimbursed?  
The applicant will be reimbursed according to the amount identified in the paid invoice submitted to the NJDEP for the completion of a PA, not to exceed \$1,500.
6. Who is eligible to be reimbursed?  
Only **owners or operators of a child care facility** licensed under the Child Care Center Licensing Act (P.L. 1983, c. 492 C.30:5B-1 et seq.) or **prospective owners or operators of a child care facility** who have applied for a license under the Child Care Center Licensing Act can be reimbursed for the cost of the PA. The law does not allow for landlords and property owners to be reimbursed for the cost of the PA. Additionally, only child care facilities licensed by the Department of Children and Families (DCF) are eligible. Schools (i.e., private, public, or charter), unless licensed by DCF as a child care facility, are not eligible for this reimbursement grant.

7. How does the grant process work?

The first step in the process is to complete and submit the Child Care Facility Grant Application packet, which is available at the following website: [http://www.nj.gov/dep/srp/finance/hdsrf/hdsrf\\_ccfg.htm](http://www.nj.gov/dep/srp/finance/hdsrf/hdsrf_ccfg.htm).

Approximately 2-4 weeks after a complete application is received and reviewed by NJDEP, you will receive a Financial Assistance Agreement (FAA) along with a State of New Jersey Payment Voucher form in the mail. Please sign and return two original copies of each form **within 60 days of receipt**. Once the completed FAA and Payment Voucher form are received by the NJDEP you will receive the child care grant reimbursement within 2-4 weeks.

8. How long will it take to get my child care grant reimbursement check once NJDEP receives my grant application and complete PA?

The entire process takes approximately 4-8 weeks.

9. If I have *not yet submitted* my PA to the NJDEP when should I send in the grant application packet in?

Please include the Child Care Facility Grant Application packet with the PA submittal.

10. If I have *already submitted* the PA to the NJDEP, when should I send in the grant application packet?

You may send a completed grant application packet at any time if you have previously submitted the PA to the NJDEP. Question #5 of the Child Care Facility Grant Application should be answered as "yes" and the appropriate NJDEP Program Interest # (PI) listed.

11. The application form asks for a NJDEP Program Interest # (PI). Where do I find my NJDEP Program Interest # (PI)? (needed only for a previously submitted PA)

Your PI number is identified on all NJDEP child care facility letters and can also be found at [http://datamine2.state.nj.us/dep/DEP\\_OPRA/index2.html#sr](http://datamine2.state.nj.us/dep/DEP_OPRA/index2.html#sr). Scroll down to access the "Child Care Educational Facility Category" and click the "Access Child Care Educational Facility Category Report" link.

12. Can I be reimbursed if I have already received my No Further Action (NFA) Letter?

Yes. If you have already received a NFA letter for a child care facility PA, you may submit a completed Child Care Facility Grant Application packet to the NJDEP at any time.

13. If I have already obtained a No Further Action (NFA) letter, should I submit a copy of my NFA?

No. Question #5 of the Child Care Facility Grant Application should be answered as "yes" and the appropriate Program Interest # (PI) as identified in the NFA letter should be included.

14. Can I still be reimbursed if I did not hire an environmental consultant but rather completed the Preliminary Assessment (PA) myself and received a No Further Action letter from NJDEP?

Yes, the law does not require that an environmental consultant generate a PA for a child care facility. If the PA was completed without the assistance of an environmental consultant, please submit an itemized list of costs on a spreadsheet (with supporting paid invoices if available)

15. Can I be reimbursed if I move my child care facility to another location and have to complete another PA for the new property?

Yes, the law does not prohibit a child care grant reimbursement due to relocation. You can receive a child care grant reimbursement for each complete PA submitted.

16. The application form asks for State Plane X and Y coordinates. Where can I find this information?

This information should be contained in the PA Report. If you cannot locate it, please contact your environmental consultant to assist you. Also, you can find your facility's coordinates using I-MapNJ at <http://www.nj.gov/dep/gis/depsplash.htm#>.

17. Section 5 of the NJ W-9 Questionnaire states that I should mail the completed W-9 Form to: OMB Vendor Control Unit. Is this correct?

No. Please submit the completed W-9 Form to:

Enforcement & Assignment Element  
Child Care/Educational Facility Unit  
PO Box 028  
401 East State St, 5th Fl  
Trenton, NJ 08625-0028